



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS ARNOLD ENGINEERING DEVELOPMENT CENTER (AFMC)
ARNOLD AIR FORCE BASE, TENNESSEE

28 Mar 2002

MEMORANDUM FOR ALL PROSPECTIVE OFFERORS

FROM: AEDC/PKM
100 Kindel Drive, Suite A337
Arnold AFB, TN 37389-1337

SUBJECT: Early Technical Information Exchanges

1. During the course of conducting market research over the past few weeks, we've received a number of excellent suggestions from industry. One idea we're implementing right now is to allow industry to begin meeting with designated technical representatives from the Government staff to learn more about our operations. We're confident this approach will allow you to better understand our current processes, reduce your uncertainty regarding our requirements, and ultimately lead to higher quality proposals.

2. We want to make these technical exchanges productive and as open as possible. In that spirit, we've established just a few rules to follow.

a. The exchanges are informal with personal views and perspectives expressed. Take them as such – nothing more.

b. Discussions can focus on the mission, technical operations, maintenance, current and future investments, utilities, and information systems currently in use.

c. Do not ask about proposal evaluation information, incumbent contractor performance, incumbent contractor management concepts, and business strategy aspects of this acquisition.

d. Our Government representatives will try to reasonably accommodate all visit requests based on their availability. However, interference with the mission will not be permitted. Visits may be scheduled from 1 April through 15 May 2002.

e. For the single purpose of scheduling a technical exchange visit, you may contact the appropriate Government representative listed in Attachment 1. All other visits must be scheduled by contacting the contracting officer.


f. No documents will be released during these visits. If releasable, they will be available in the competition library when it opens at the end of April.

g. All AEDC security rules and regulations apply including the requirement that you have a Government escort at all times. Under no circumstances should you attempt to circumvent this requirement.

h. All visitors should be U.S. citizens. Special authorization for foreign nationals or for U.S. citizens representing foreign companies is required. Contact the contracting officer immediately since the authorization process can be lengthy.

i. The terms and conditions of the solicitation when released in January 2003 represent the Government's position on all matters. All information exchanged during these visits is non-binding.

3. We believe these early technical exchange visits will be mutually beneficial. Our team looks forward to meeting with you. Should you have any questions, please call me at 931-454-6886.



JOHN L. SUTTON
Contracting Officer

Attachment:
List

ATTACHMENT 1

<u>NAME</u>	<u>Commercial</u>	<u>Phone #</u>	<u>AREA</u>
Babilon, Joe		(931) 454-4330	Technology/Analysis & Evaluation
Gray, Bill		(931) 454-5247	Reengineering Program (FY97-01)
Gray, Peggy		(931) 454-5081	Financial Systems
King, Charlie		(931) 454-7743	Environmental Mgmt, Safety, Health, Quality
Kushman, Keith		(931) 454-7765	Strategic Planning
Magavero, Greg		(931) 454-4461	Information Technology
Mattasits, Gary		(931) 454-7721	Aerodynamics Testing; Space & Missile Testing
Parker, James Y.		(931) 454-4156	Facility Modernization
Rewis, Danny		(931) 454-7610	Security
Rumph, Dick		(931) 454-3645	Maintenance & Plant Operations
Simmons, Al		(931) 454-4469	Civil Engineering
Walker, Bob		(931) 454-4332	Utilities & Energy Management
Walker, Diana		(931) 454-4425	Supply, Transportation & Purchasing
Walters, John		(931) 454-5851	Propulsion Testing